NOTE TO USER: In the areas with [brackets] you must fill in the information requested and delete the brackets from the document once you have filled in the information. In the areas with (parenthesis) you must include the referenced attachment and label it using the same attachment number. If you have questions, contact your DCED Local Government Specialist. (revised 3/11/03)

Chief, Voting Section   [Date], 20__
Civil Rights Division
Room 7254-NWB
U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, D.C.   20530

SUBJECT: Submission under Section 5 of the Voting Rights Act
                       [Reason for requesting preclearance, e.g. special election, ordinance revision]
                       NOTE: If you are requesting Expedited Preclearance, state so here and begin the first
                       sentence stating so.

To Whom it May Concern:

[Preclearance **or Expedited preclearance**] is hereby requested for the [insert month], [insert day], 20__ date selected to schedule a special election to be held in [insert city name], Alaska, which is located in the State of Alaska, [in the unorganized borough or insert borough name if appropriate].

Due to [insert reason], the City of [insert city name] did not hold its regularly scheduled local election on the date specified in the City of [insert city name] local ordinances (Attachment 1). This error was discovered on [insert month], [insert day], 20__. The [insert city name] City Council met on [insert month], [insert day], 20__ to correct this error and adopted a resolution to schedule a special election to be held on [insert month], [insert day], 20__ (Attachment 2).

Regular elections are held in the City of [insert city name] on [insert day and month, e.g. first Tuesday in October]. The selection of the [insert month], [insert day], 20__ date for scheduling the special election will in no way deny or abridge any voter's right to vote on the basis of membership in a race or language minority. The population of [insert city name] is [insert population information from most recent census]; with approximately [insert percentage of native/non-native information from most recent census] % Alaska Native. English is widely spoken. The [insert month], [insert day], 20__ date will not conflict with subsistence, fishing, or other activities nor interfere with any individuals right to vote.

The [insert city name] City Council is responsible for scheduling special elections. The date for the special election was selected by resolution of the City Council (Attachment 2) [include a copy of the resolution as attachment 2].

Members of the City Council are:

[insert name], Mayor
[insert name], member
[insert name], member
[insert name], member
[insert name], member;
[insert name], member; and
[insert name], member

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The election and public notice procedures prescribed in the City [insert city name] Local Ordinances (Attachment 1) shall be implemented in the conduct of this election. There is no past or pending litigation concerning this change or related election practices.

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The following individuals may be contacted for further information.

_____,	_____,	[Local Gov't Spec name],
City Clerk/Administrator	Mayor	Local Gov't Specialist
City of [insert city name]	City of [insert city name]	State of Alaska, DCED
P.O. Box ____	P.O. Box ___	[Address]
[city name], Alaska 99___	[city name], Alaska 99___	[city name], Alaska 99____
(907) ___-____	(907) ___-____	(907) ____ - _____

Sincerely

Attachment 1: Election Ordinance
Attachment 2: City Council Resolution scheduling the date for the special election [include minutes of council meeting when the special election date was chosen].